DOCUMENTING ADP OPERATIONS

A NATIONAL SYMPOSIUM

sponsored by

General Services Administration

National Archives and Records Service

October 15-17, 1968

Approved For Release 1999/09/07 : CIA-RDP72-00450R000100050005-2

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Adequate documentation of ADP operations is essential for:

- efficient use of present ADP systems
- smooth conversion to new systems
- continuity of operations following changes in personnel
- use of data stored on tapes under systems no longer in active use

This symposium will pool the experience of Government and industry managers, users, designers, and operators of ADP facilities. Presentations will be of special interest to those involved with the management and operation of ADP facilities and also to those who are interested in documentation from an archival and records management standpoint.

Symposium Agenda

Keynote: Documentation - Deterrent to Disorder
Development of Documentation Standards
Documenting Management Studies of ADP Applications
Documenting the Systems Design Phase
Documenting the Programming Phase
Automated Documentation
Documenting the Operations and Maintenance of the ADP Installation
Archival and Research Documentation Needs
Case Studies in ADP Documentation Practices

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DATE
October 15 - 17, 1968

TIME
9:00 - 4:15 October 15 - 16
9:00 - 12:00 October 17

PLACE
Main International Conference Room
Department of State
Washington, D. C.

REGISTRATION
No charge
Applications must be received by October 1, 1968
Registration limited to 500

For further information, write or telephone:

Osmond Newgard
Symposium Coordinator
National Archives &
Records Service (NRP)
Washington, D. C. 20408
(Stop 220)

Telephone: Code 13
ext. 34425 or 963-4425

DETACH HERE DETACH HERE

REGISTRATION APPLICATION

Please use a separate form for each applicant

AGENCY	MAIL STOP NUMBER
AGENCY MAILING ADDRESS	TELEPHONE Code Extension
APPLICANT'S NAME	TITLE AND GRADE

Fold at perforation DO NOT DETACH Fold at perforation DO NOT DETACH

Type or print plainly your name and full mailing address with zip code below.

Please use this two-section form to register. Fill out, fold, and return in window envelope.

If no window envelope is available, fasten with tape or a staple and send as a self-mailer.

Registration confirmation and identification card will be mailed to you prior to the symposium.

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